

LOCAL CAPABILITY ASSESSMENT for READINESS (CAR)



Idaho Bureau of Disaster Services

January 2000
Version 2

CAPABILITY ASSESSMENT FOR READINESS (CAR)

POINT OF CONTACT INFORMATION

Jurisdiction Name:

Name:

Title:

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City:

State:

Zip:

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Date Prepared:

CAPABILITY ASSESSMENT FOR READINESS (CAR)

EMERGENCY MANAGEMENT FUNCTIONS SUMMARY

Section Number	Title	Roll-Up Value
1.0	Laws & Authorities	
2.0	Hazard Identification & Risk Assessment	
3.0	Hazard Management	
4.0	Resource Management	
5.0	Planning	
6.0	Direction, Control, & Coordination	
7.0	Communications & Warning	
8.0	Operations & Procedures	
9.0	Logistics & Facilities	
10.0	Training	
11.0	Exercises	
12.0	Public Education & Information	
13.0	Finance & Administration	

LCAR Characteristics Rating Scale

0	Not Applicable	The characteristic does not apply to my jurisdiction.
1	No Capability	The jurisdiction does not have the capability to implement, carry out or complete this characteristic.
2	Limited Capability	The jurisdiction has a limited capability to implement, carry out, or complete this characteristic.
3	Basic Capability	The jurisdiction has a basic capability to implement, carry out, or complete this characteristic.
4	Significant Capability	The jurisdiction has a significant capability for this characteristic. This characteristic is functioning and exercised or reviewed annually.
5	Full Capability	The jurisdiction has addressed all aspects for this characteristic and it only requires maintenance, reviews, and exercising annually.

EMF 1 – LAWS AND AUTHORITIES		
<i>Laws and Authorities involve local, State and Federal statutes and implementing regulations that establish legal authority for development and maintenance of the emergency management program and organization, and define the emergency powers, authorities, and responsibilities of the chief executive official and emergency management director/coordinator.</i>		
Attribute 1.1	A legal basis for the emergency management program exists in local law/ordinance.	
Characteristics		
1.1.1	The Local Emergency Management Program/responsibility is legally established in State/local law.	0 1 2 3 4 5
1.1.2	The capability for the declaration of a Local Proclamation of Emergency or Disaster exists.	0 1 2 3 4 5
1.1.3	The jurisdiction has adopted an executive order or other mechanisms for coordination among local agencies.	0 1 2 3 4 5
1.1.4	Development of interagency mutual aid agreements, including specific provisions (e.g., liabilities, responsibilities, participants, review process) is supported by State law.	0 1 2 3 4 5
Attribute 1.2	Legal authorities exist in local laws/regulations for Continuity of Government (COG) activities.	
Characteristics		
1.2.1	The Chief elected/appointed official's emergency powers are outlined in local law.	0 1 2 3 4 5
1.2.2	Legal authorities exist for a line of succession for the Chief elected/appointed official.	0 1 2 3 4 5
1.2.3	Legal authorities, proclamations, and/or executive orders exist for a line of succession for the heads of local departments and agencies.	0 1 2 3 4 5
1.2.4	Legal authorities exist for successors to have pre-delegated authorities to take emergency actions during an emergency.	0 1 2 3 4 5
1.2.5	Legal authorities exist for the preservation of vital local records.	0 1 2 3 4 5

EMF 2 – HAZARD IDENTIFICATION and RISK ASSESSMENT

Local Hazard Identification and Risk Assessment (HIRA) activities involve the identification of hazards and assessment of risks to persons, public and private property, and structures. The data collected at the community and local level provides much of the data the State will use to produce its statewide assessment of risk. The information collected during the HIRA will also be used for more detailed damage and loss estimation projections.

Attribute 2.1 The jurisdiction has a methodology for identifying and evaluating natural, technological, and human-caused hazards within its jurisdiction.

Characteristics

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| 2.1.1 | The jurisdiction identifies all hazards and the likelihood of their occurrence (hazards to be considered shall include, but not be limited to, natural, technological, and human events). | 0 1 2 3 4 5 |
| 2.1.2 | Hazards identified by other local and community departments and agencies are included in the process. | 0 1 2 3 4 5 |
| 2.1.3 | Hazards identified by private sector organizations are included in the process. | 0 1 2 3 4 5 |

Attribute 2.2 The jurisdiction assesses the vulnerability and risk of people and property to the hazards identified.

Characteristics

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| 2.2.1 | The risk assessment includes historic information for all disasters. | 0 1 2 3 4 5 |
| 2.2.2 | The risk assessment is used as the basis for both mitigation and emergency operations planning. | 0 1 2 3 4 5 |

EMF 3 – HAZARD MANAGEMENT

The intent of a Hazard Mitigation program is to target resources and prioritize mitigation activities to lessen the effects of disasters to citizens, communities, businesses, and industries.

Attribute 3.1 The jurisdiction has established a pre-disaster hazard mitigation program.

Characteristics		
3.1.1	The jurisdiction participates in all State mitigation programs for which it is eligible.	0 1 2 3 4 5
3.1.2	The jurisdiction participates in the National Flood Insurance Program.	0 1 2 3 4 5
3.1.3	The mitigation strategy considers, but is not limited to, the use of appropriate building construction standards; hazard avoidance through appropriate land-use practices; relocation, retrofitting, or removal of structures at risk; and, removal or elimination of the hazard.	0 1 2 3 4 5
3.1.4	The jurisdiction implements mitigation projects and/or initiatives with or without State grant assistance, according to a plan that sets priorities based on the highest potential for damage.	0 1 2 3 4 5
Attribute 3.2 The jurisdiction participates in the State Dam Safety Program.		
Characteristics		
3.2.1	In the event of a dam failure, emergency procedures exist that are consistent with the local Emergency Operations Plan (EOP).	0 1 2 3 4 5
Attribute 3.3 The jurisdiction manages the post-disaster mitigation activities.		
Characteristics		
3.3.1	Procedures exist for the post disaster inspection of damaged and potentially damaged structures.	0 1 2 3 4 5
3.3.2	The jurisdiction identifies mitigation opportunities during the development of the Disaster Survey Report.	0 1 2 3 4 5
3.3.3	The jurisdiction follows established State procedures for including local post-disaster mitigation projects into the State Hazard Mitigation Grant Program (HMGP).	0 1 2 3 4 5
3.3.4	The jurisdiction modifies the Mitigation strategy based on disaster experience.	0 1 2 3 4 5
EMF 4 – RESOURCE MANAGEMENT		
<i>Resource management involves the systematic development of methodologies for the prompt and effective identification, acquisition, distribution, accounting, and use of personnel and major items of equipment for essential emergency functions.</i>		

HUMAN RESOURCES		
Attribute 4.1	The Local Emergency Management Agency has the human resources required to carry out assigned day-to-day responsibilities.	
	Characteristics	
4.1.1	A Director/Coordinator is appointed.	0 1 2 3 4 5
4.1.2	The local Emergency Management Agency has adequate staffing.	0 1 2 3 4 5
4.1.3	Local jurisdiction staff is provided adequate training opportunities for professional development to enhance their emergency management qualifications.	0 1 2 3 4 5
4.1.4	Jurisdiction staff is adequately trained in the fiscal management aspects of an emergency management program.	0 1 2 3 4 5
4.1.5	Jurisdiction staff is adequately trained to efficiently acquire, manage, upgrade equipment, technology, support services, and property assets.	0 1 2 3 4 5
Attribute 4.2	The Local Emergency Management Agency has the human resources required to carry out assigned emergency responsibilities.	
	Characteristics	
4.2.1	Local staff has specific emergency assignments as part of their written job description in the event of an emergency or disaster.	0 1 2 3 4 5
4.2.2	Staff is trained and qualified to fulfill local responsibilities under State and Federal declarations.	0 1 2 3 4 5
4.2.3	The local EMA has the capability to obtain trained personnel from the jurisdiction's other agencies for augmentation.	0 1 2 3 4 5
4.2.4	Mutual aid agreements/Memorandums of Understanding are in place with other jurisdictions to obtain trained personnel for augmentation.	0 1 2 3 4 5
Attribute 4.3	The jurisdiction has a system in place to manage solicited and convergent volunteers.	
	Characteristics	
4.3.1	The jurisdiction has identified the legal liabilities associated with the use of solicited and convergent volunteers during disasters.	0 1 2 3 4 5

4.3.2	The jurisdiction has developed policies and procedures to lessen the liability associated with the use of solicited and convergent volunteers.	0 1 2 3 4 5
PHYSICAL RESOURCES		
Attribute 4.4 Local agencies are assigned responsibility for coordinating resource management issues in the Emergency Operations Plan (EOP).		
Characteristics		
4.4.1	Responsibilities of local departments or agencies are identified in the EOP.	0 1 2 3 4 5
4.4.2	Responsibilities of the private sector are identified in the EOP.	0 1 2 3 4 5
4.4.3	Responsibilities of volunteer agencies and organizations are identified in the EOP.	0 1 2 3 4 5
4.4.4	The local jurisdiction has identified the resource requirements to maintain operations at critical infrastructure facilities during disasters (e.g., backup generators).	0 1 2 3 4 5
Attribute 4.5 Resource inventories are developed and kept up to date.		
Characteristics		
4.5.1	Local agencies update resource inventories and maintain a list of main resource supply points.	0 1 2 3 4 5
4.5.2	The local jurisdiction has developed procedures to request and coordinate local government and private sector personnel and equipment.	0 1 2 3 4 5
Attribute 4.6 Mutual Aid Agreements are addressed in the Local Plan.		
Characteristics		
4.6.1	Mutual Aid agreements/compacts are developed with neighboring jurisdictions.	0 1 2 3 4 5
4.6.2	Mutual Aid agreements/compacts are developed with Tribal Nations.	0 1 2 3 4 5
4.6.3	Mutual Aid agreements/compacts are developed with private sector businesses and industries.	0 1 2 3 4 5

Attribute 4.7	The jurisdiction has knowledge of State resources that the local jurisdiction can expect under State Emergency Operations/Response Plan activation.	
Characteristics		
4.7.1	The jurisdiction complies with established procedures for requesting State resources.	0 1 2 3 4 5
4.7.2	The jurisdiction provides guidance to departments/agencies on procedures to receive resources during a disaster.	0 1 2 3 4 5
Attribute 4.8	Staging areas have been pre-identified throughout the jurisdiction for receiving resources in the event of an emergency.	
Characteristics		
4.8.1	Staging areas have been pre-identified throughout the jurisdiction for receiving resources in the event of an emergency.	0 1 2 3 4 5
Attribute 4.9	The jurisdiction has acquired appropriate and sufficient equipment for response to Weapons of Mass Destruction (WMD) terrorism incidents.	
Characteristics		
4.9.1	The jurisdiction has identified other WMD-capable response teams and WMD-related equipment sources, such as private/corporate, intrastate, and military.	0 1 2 3 4 5
EMF 5 – PLANNING		
<p><i>Emergency management involves the development of several kinds of plans. This function deals with two of the most important: a Mitigation Plan that is designed to outline a strategy for reducing the hazards a jurisdiction faces; and an Emergency Operations Plan (EOP) that focuses on emergency response and short-term recovery to a disaster occurrence.</i></p>		
MITIGATION PLANNING		
Attribute 5.1	A comprehensive Mitigation Plan has been developed.	

Characteristics		
5.1.1	The Plan identifies hazards by associating them with a geographic location, a geological feature (e.g., river, earthquake fault), and a political jurisdiction.	0 1 2 3 4 5
5.1.2	A scale is used to identify the likelihood of each hazard-related event.	0 1 2 3 4 5
5.1.3	The Plan contains a description and analysis of the local hazard management policies, programs, and capabilities to mitigate the hazards in the area.	0 1 2 3 4 5
5.1.4	The Plan contains hazard mitigation goals and objectives and proposed strategies, programs, and actions to reduce or avoid long-term vulnerability to hazards.	0 1 2 3 4 5
5.1.5	The Plan contains statements of goals and objectives related to the local mitigation-planning program.	0 1 2 3 4 5
EMERGENCY OPERATIONS PLANNING		
Attribute 5.2 The jurisdiction has developed an Emergency Operations Plan (EOP) that prescribes roles and responsibilities during disaster operations.		
Characteristics		
5.2.1	The EOP has functional annexes, hazard-specific annexes where appropriate, and has been promulgated by the Chief elected/appointed official.	0 1 2 3 4 5
5.2.2	A plan maintenance program has been established, including a schedule for updating annexes and SOPs.	0 1 2 3 4 5
5.2.3	The EOP addresses the response to all hazards identified in the Hazard Identification and Risk Assessment.	0 1 2 3 4 5
Attribute 5.3 Direction, Control and Coordination is addressed in the EOP.		
Characteristics		
5.3.1	Roles and responsibilities of organizations and individuals are described.	0 1 2 3 4 5
5.3.2	The primary and alternate Emergency Operating Centers (EOCs) are identified.	0 1 2 3 4 5

5.3.3	Alternate methods of communication have been identified for Direction, Control and Coordination.	0 1 2 3 4 5
Attribute 5.4 Alerting and Notification is addressed in the EOP.		
Characteristics		
5.4.1	Primary and alternate alerting and notification systems are established.	0 1 2 3 4 5
5.4.2	Roles and responsibilities for alerting and notification are addressed in the Plan (e.g., primary/secondary agency, levels of alert status based on situation).	0 1 2 3 4 5
Attribute 5.5 Warning is addressed in the EOP.		
Characteristics		
5.5.1	Primary and alternate warning systems are established.	0 1 2 3 4 5
5.5.2	Roles and responsibilities assigned to local individuals and organizations are described.	0 1 2 3 4 5
5.5.3	The EOP addresses the Emergency Alert System (EAS) and backup warning systems.	0 1 2 3 4 5
Attribute 5.6 Communications is addressed in the EOP.		
Characteristics		
5.6.1	The roles and responsibilities for communications are addressed in the EOP.	0 1 2 3 4 5
5.6.2	The EOP addresses the integration of private sector/voluntary agency communications capabilities (e.g., RACES, ARES)	0 1 2 3 4 5
Attribute 5.7 Emergency Public Information (EPI) is addressed in the EOP.		
Characteristics		
5.7.1	Roles and responsibilities for EPI personnel, including the Emergency Public Information Officer are addressed.	0 1 2 3 4 5
Attribute 5.8 Resource Management is addressed in the EOP.		

Characteristics		
5.8.1	The roles and responsibilities for Resource Management are addressed.	0 1 2 3 4 5
Attribute 5.9 Evacuation is addressed in the EOP.		
Characteristics		
5.9.1	The roles and responsibilities for evacuation are addressed.	0 1 2 3 4 5
5.9.2	The EOP addresses host community status of the jurisdiction for evacuees from other jurisdictions.	0 1 2 3 4 5
Attribute 5.10 Mass Care is addressed in the EOP.		
Characteristics		
5.10.1	The roles and responsibilities for the local agency(ies) charged with mass care operations are addressed.	0 1 2 3 4 5
5.10.2	Coordination between local and private sector, nonprofit, and public service organizations for mass care operations is addressed.	0 1 2 3 4 5
5.10.3	Mass Care planning is coordinated with the Animal Control planning to address sheltering of pets.	0 1 2 3 4 5
Attribute 5.11 Needs Assessment is addressed in the EOP.		
Characteristics		
5.11.1	The EOP addresses the roles and responsibilities of the agency(ies) charged with conducting Needs Assessments.	0 1 2 3 4 5
Attribute 5.12 Damage Assessment is addressed in the EOP.		
Characteristics		
5.12.1	The roles and responsibilities for damage assessment are identified.	0 1 2 3 4 5
5.12.2	Local damage assessment teams are identified, trained, and equipped with the necessary forms, transportation, and communications.	0 1 2 3 4 5
Attribute 5.13 Military Support is addressed in the EOP.		
Characteristics		

5.13.1	The EOP addresses the uses of State National Guard resources during a disaster event.	0 1 2 3 4 5
5.13.2	Staff is aware of the State procedures to request military support for both active duty units and National Guard.	0 1 2 3 4 5
Attribute 5.14 Response to Weapons of Mass Destruction (WMD) terrorism is addressed in the EOP.		
Characteristics		
5.14.1	The roles and responsibilities of local agencies for WMD terrorism are addressed in the EOP.	0 1 2 3 4 5
Attribute 5.15 Law Enforcement is addressed in the EOP.		
Characteristics		
5.15.1	The roles and responsibilities for law enforcement agencies are identified.	0 1 2 3 4 5
5.15.2	The coordination of law enforcement personnel during an emergency is addressed.	0 1 2 3 4 5
Attribute 5.16 Fire Protection is addressed in the EOP.		
Characteristics		
5.16.1	The roles and responsibilities for fire protection are identified.	0 1 2 3 4 5
Attribute 5.17 Search and Rescue is addressed in the EOP.		
Characteristics		
5.17.1	The primary agency(ies) responsible for Search and Rescue are identified.	0 1 2 3 4 5
5.17.2	Roles and responsibilities for Search and Rescue are identified.	0 1 2 3 4 5
Attribute 5.18 Public Health is addressed in the EOP		
Characteristics		
5.18.1	The roles and responsibilities for Public Health services are identified.	0 1 2 3 4 5
Attribute 5.19 Medical Services is addressed in the EOP.		

Characteristics		
5.19.1	The roles and responsibilities of the Medical community [Hospitals, Urgent Care facilities, and Emergency Medical Service (EMS), etc.] are identified.	0 1 2 3 4 5
5.19.2	An inventory of local medical resources is developed and maintained.	0 1 2 3 4 5
Attribute 5.20 Mortuary services are addressed in the EOP.		
Characteristics		
5.20.1	The roles and responsibilities of the Coroner/Medical Examiner are identified.	0 1 2 3 4 5
5.20.2	An inventory of mortuary resources is developed and maintained.	0 1 2 3 4 5
Attribute 5.21 An Animal Control program is addressed in the EOP.		
Characteristics		
5.21.1	An animal control program is addressed in the EOP.	0 1 2 3 4 5
Attribute 5.22 Food, Water and Commodities Distribution is addressed in the EOP.		
Characteristics		
5.22.1	The roles and responsibilities for Food, Water and Commodities Distribution are identified.	0 1 2 3 4 5
Attribute 5.23 Transportation resources are addressed in the EOP.		
Characteristics		
5.23.1	The roles and responsibilities for Transportation resources are addressed.	0 1 2 3 4 5
Attribute 5.24 Transportation incidents are addressed in the EOP.		
Characteristics		
5.24.1	The EOP addresses the response to incidents involving each mode of transportation (highway, air, rail, water, pipeline).	0 1 2 3 4 5
Attribute 5.25 Energy and Utilities Services are addressed in the EOP.		

Characteristics		
5.25.1	The roles and responsibilities of local Energy and Utility departments/ companies during disaster events are addressed.	0 1 2 3 4 5
Attribute 5.26 Public Works and Engineering Services are addressed in the EOP.		
Characteristics		
5.26.1	Roles and responsibilities of Public Works and Engineering Services are addressed.	0 1 2 3 4 5
Attribute 5.27 Hazardous Materials (HAZMAT) planning is addressed in the EOP.		
Characteristics		
5.27.1	Roles and responsibilities for HAZMAT response are identified.	0 1 2 3 4 5
5.27.2	Tier 1 and Tier 2 HAZMAT facilities are identified.	0 1 2 3 4 5
5.27.3	A Local Emergency Planning Committee (LEPC) is established to coordinate the mandates of State and Federal HAZMAT laws.	0 1 2 3 4 5
Attribute 5.28 The EOP addresses Emergency Action Plans (EAPs) developed by dam owners for the response required in the event of a dam-related emergency.		
Characteristics		
5.28.1	The jurisdiction provides technical assistance to the dam owners in the development of Emergency Action Plans.	0 1 2 3 4 5
5.28.2	The jurisdiction develops response plans based on the consequences of a dam failure.	0 1 2 3 4 5
Attribute 5.29 The jurisdiction has developed Continuity of Operations Plans (COOP) in the event of disaster/disruption.		
Characteristics		
5.29.1	Each department/agency has conducted an internal Hazard Identification and Risk Assessment related to their facility(ies).	0 1 2 3 4 5
5.29.2	Each department/agency has identified their mission-critical systems and developed contingency plans in the event of a disaster/failure.	0 1 2 3 4 5

EMF 6 – DIRECTION, CONTROL & COORDINATION

During the pre-, trans-, and post- phases of the emergency response, Direction, Control and Coordination allows officials to: (1) analyze the situation and decide how to quickly and effectively respond; (2) direct and coordinate response forces; (3) coordinate with other jurisdictions; and, (4) use available resources efficiently and effectively.

Attribute 6.1 EOC Operating Procedures are developed and tested at least annually.

Characteristics

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| 6.1.1 | An EOC Operations Manual is developed and maintained. | 0 1 2 3 4 5 |
| 6.1.2 | An Incident Command System (ICS) or Emergency Support Function (ESF) is the foundation for Direction, Control and Coordination. | 0 1 2 3 4 5 |
| 6.1.3 | EOC staff procedures, action guides and SOP's are developed and updated at least annually. | 0 1 2 3 4 5 |
| 6.1.4 | Activation and deactivation of the EOC for emergency operations is defined. | 0 1 2 3 4 5 |
| 6.1.5 | The duties of all EOC staff groups, including other local agency representatives, have been developed and are available to EOC personnel. | 0 1 2 3 4 5 |
| 6.1.6 | Written procedures exist for information handling. | 0 1 2 3 4 5 |
| 6.1.7 | EOC equipment (phones, faxes, computers, etc.) are tested and maintained and/or upgraded regularly. | 0 1 2 3 4 5 |

Attribute 6.2 Intra-jurisdiction coordination is established between the local Emergency Management Agency and other entities.

Characteristics

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| 6.2.1 | Procedures for coordination are established with local elected/ appointed officials and department and agency heads. | 0 1 2 3 4 5 |
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Attribute 6.3 Coordination is established between the local Emergency Management Agency and inter-jurisdictional agencies/ organizations.

Characteristics		
6.3.1	Procedures for coordination are established with neighboring jurisdictions.	0 1 2 3 4 5
Attribute 6.4	The jurisdiction establishes coordination with the State Emergency Management Agency and other State agencies.	
Characteristics		
6.4.1	The jurisdiction participates in State Emergency Management meetings, conferences and working groups.	0 1 2 3 4 5
6.4.2	The jurisdiction has procedures for coordination with the State EMA in accordance with the State Emergency Operations/Response Plan.	0 1 2 3 4 5
EMF 7 – COMMUNICATIONS AND WARNING		
<i>Communications involves establishing, using, maintaining, augmenting, and providing backup for all types of communications devices required in day-to-day emergency and response operations. Warning comprises the dissemination to government officials and the public timely forecasts of all hazards requiring emergency response actions.</i>		
Attribute 7.1	Communications system capabilities are established.	
Characteristics		
7.1.1	Procedures exist to coordinate available public and private communications systems and equipment (e.g., RACES, ARES, etc.).	0 1 2 3 4 5
7.1.2	Primary and backup communications systems are developed, tested and maintained.	0 1 2 3 4 5
Attribute 7.2	Existing EOC communications systems are capable of supporting emergency requirements.	
Characteristics		
7.2.1	Reliable communications exist between the EOC and other local agencies with assigned emergency responsibilities.	0 1 2 3 4 5
7.2.2	Reliable communications exist between the EOC and adjacent local jurisdictions.	0 1 2 3 4 5

7.2.3	Reliable communications exist between the EOC and the Emergency Alert System (EAS) broadcasters.	0 1 2 3 4 5
7.2.4	Reliable communications exist between the EOC and the State EOC.	0 1 2 3 4 5
7.2.5	Amateur radio or other auxiliary communications equipment is integrated into the local communications system.	0 1 2 3 4 5
Attribute 7.3 The jurisdiction has a reliable Warning System.		
Characteristics		
7.3.1	The jurisdiction has a functional primary and alternate warning system in place.	0 1 2 3 4 5
7.3.2	The local Warning Point is identified and has 24 hour, 7 day-a-week staffing.	0 1 2 3 4 5
7.3.3	Warnings are received and disseminated in a timely manner.	0 1 2 3 4 5
EMF 8 – OPERATIONS AND PROCEDURES		
<i>Development, coordination, and implementation of operational plans and procedures are fundamental to an effective disaster response and recovery. Standard Operating Procedures (SOPs) and checklists provide the detailed instructions that an organization needs to fulfill responsibilities assigned in the Emergency Operations Plan.</i>		
Attribute 8.1 The jurisdiction has developed procedures for conducting Needs Assessments.		
Characteristics		
8.1.1	The jurisdiction conducts a needs assessment in a disaster to identify life support requirements, critical infrastructure needs and other key issues.	0 1 2 3 4 5
8.1.2	Procedures are established to analyze and prioritize the needs; determine local availability of resources; or, submit request to the State.	0 1 2 3 4 5
Attribute 8.2 The jurisdiction has developed procedures for conducting Damage Assessments.		
Characteristics		
8.2.1	The jurisdiction has developed procedures to activate and deploy damage assessment teams to collect damage information.	0 1 2 3 4 5

8.2.2	The jurisdiction has the ability to obtain predisaster maps, photographs and other documents.	0 1 2 3 4 5
8.2.3	The jurisdiction has developed procedures to compile local data and submit preliminary Damage Assessment reports.	0 1 2 3 4 5
Attribute 8.3	The jurisdiction has developed procedures for requesting disaster assistance.	
Characteristics		
8.3.1	Staff is familiar with the provisions for requesting disaster assistance under the State emergency management law.	0 1 2 3 4 5
8.3.2	Staff is familiar with the local requirements associated with State and Federal disaster assistance.	0 1 2 3 4 5
Attribute 8.4	The jurisdiction has developed administrative procedures supporting pre-, trans-, and post disaster response and recovery operations.	
Characteristics		
8.4.1	Emergency response procedures incorporate the Incident Command System (ICS) or ESF concept.	0 1 2 3 4 5
8.4.2	Staff action guides/field operations guides have been developed.	0 1 2 3 4 5
8.4.3	Procedures are developed to augment existing human resources during disaster operations.	0 1 2 3 4 5
8.4.4	Procedures are developed for information gathering and assessment.	0 1 2 3 4 5
8.4.5	Procedures are developed to generate post emergency disaster reports.	0 1 2 3 4 5
8.4.6	Procedures are developed to conduct formal post emergency/disaster critiques.	0 1 2 3 4 5
8.4.7	Procedures are developed for a Corrective Action Program.	0 1 2 3 4 5
8.4.8	Procedures are developed to support regulatory programs.	0 1 2 3 4 5
Attribute 8.5	The jurisdiction has developed procedures for Military Support operations.	

Characteristics		
8.5.1.	Procedures are developed for the coordination of National Guard personnel and equipment in an emergency.	0 1 2 3 4 5
Attribute 8.6	The jurisdiction has developed procedures for Law Enforcement operations.	
Characteristics		
8.6.1	Procedures are developed to deploy local law enforcement personnel and equipment.	0 1 2 3 4 5
8.6.2	Procedures are in place to provide security to critical locations (e.g., EOC, incident sites, key facilities, crime scene).	0 1 2 3 4 5
Attribute 8.7	The jurisdiction has developed procedures for Transportation operations.	
Characteristics		
8.7.1	Procedures are developed for coordination of available public and private transportation resources.	0 1 2 3 4 5
8.7.2	Procedures are developed for the deployment of personnel to support and maintain transportation resources.	0 1 2 3 4 5
Attribute 8.8	The jurisdiction has developed procedures for Public Works and Engineering operations.	
Characteristics		
8.8.1	Procedures are developed to activate emergency repair of the transportation and utility systems.	0 1 2 3 4 5
8.8.2	Procedures are developed for debris removal/disposal when necessary.	0 1 2 3 4 5
8.8.3	Procedures are in place to augment resources with Mutual Aid assets.	0 1 2 3 4 5
Attribute 8.9	The jurisdiction has developed procedures for Firefighting operations.	
Characteristics		
8.9.1	Procedures are developed to support the roles and responsibilities of the Fire Department during disaster operations.	0 1 2 3 4 5

8.9.2	Procedures for requesting intra- and inter-jurisdictional mutual aid are developed.	0 1 2 3 4 5
8.9.3	Procedures are developed to request Mutual Aid and/or State firefighting resources during disasters.	0 1 2 3 4 5
Attribute 8.10 The jurisdiction has developed procedures for Mass Care operations.		
Characteristics		
8.10.1	Procedures are developed for providing short- and long-term sheltering of disaster victims.	0 1 2 3 4 5
8.10.2	Procedures are developed to provide counseling services for disaster victims.	0 1 2 3 4 5
8.10.3	Procedures are developed to provide for information services (e.g., location and contact of victims).	0 1 2 3 4 5
Attribute 8.11 The jurisdiction has developed procedures for Resource Support for operations.		
Characteristics		
8.11.1	Procedures are developed for the identification of critical resources.	0 1 2 3 4 5
8.11.2	Procedures are developed for the prioritization of disbursement of scarce resources (e.g., emergency generators, fuel, water, etc.).	0 1 2 3 4 5
Attribute 8.12 The jurisdiction has developed procedures for Public Health operations.		
Characteristics		
8.12.1	Procedures are developed for a public health response to disasters including, disease, vector, waste and food, and water control.	0 1 2 3 4 5
8.12.2	Procedures are developed for the coordination with State/Federal public health officials in the event of a public health emergency.	0 1 2 3 4 5
Attribute 8.13 The jurisdiction has developed procedures for Medical services operations.		

Characteristics		
8.13.1	Procedures are developed for the coordinated medical response to disasters.	0 1 2 3 4 5
8.13.2	Procedures are developed for inter-hospital communication/ information sharing of the signs and symptoms of potential public health emergencies.	0 1 2 3 4 5
8.13.3	Facility disaster plans are tested at least annually.	0 1 2 3 4 5
Attribute 8.14 The jurisdiction has developed procedures for Mortuary operations.		
Characteristics		
8.14.1	Procedures for mass fatality operations are developed.	0 1 2 3 4 5
8.14.2	Procedures for the Family Assistance requirements are developed.	0 1 2 3 4 5
Attribute 8. 15 The jurisdiction has developed procedures for Search and Rescue operations.		
Characteristics		
8.15.1	The jurisdiction maintains a current inventory of equipment and trained personnel for search and rescue operations, as appropriate.	0 1 2 3 4 5
8.15.2	Procedures are developed to activate search and rescue personnel, based on the type of SAR mission.	0 1 2 3 4 5
Attribute 8.16 The jurisdiction has developed procedures for Hazardous Materials (HAZMAT) operations.		
Characteristics		
8.16.1.	Procedures are developed in accordance with local/State/Federal regulations.	0 1 2 3 4 5
8.16.2	Procedures are developed to activate and deploy a Hazardous Materials Response Team, as appropriate.	0 1 2 3 4 5
Attribute 8.17 The jurisdiction has developed procedures for the management of Donated Goods.		

Characteristics		
8.17.1	Procedures are developed to facilitate the distribution of donations.	0 1 2 3 4 5
Attribute 8.18	The jurisdiction has developed procedures for the coordination of Volunteer Services.	
Characteristics		
8.18.1	An inventory and database of volunteer services is developed.	0 1 2 3 4 5
8.18.2	Procedures are developed to facilitate the deployment of volunteers in a disaster.	0 1 2 3 4 5
8.18.3	Procedures are developed to manage convergent volunteers.	0 1 2 3 4 5
Attribute 8.19	The jurisdiction has developed procedures for the coordination of Energy and Utilities services during disaster operations.	
Characteristics		
8.19.1.	Procedures are developed for the repair and restoration priorities critical infrastructures.	0 1 2 3 4 5
8.19.2.	Critical energy facilities are pre-identified.	0 1 2 3 4 5
Attribute 8.20	The jurisdiction has developed procedures to provide for animal populations in disaster response.	
Characteristics		
8.20.1	Procedures are developed to provide for the health and safety of farm/work animals in disaster operations.	0 1 2 3 4 5
8.20.2	Procedures are developed to provide for the health and safety of family pets in disaster operations.	0 1 2 3 4 5
Attribute 8.21	The jurisdiction has developed procedures for WMD Terrorism operations.	
Characteristics		
8.21.1	The jurisdiction has developed deployment procedures for WMD incidents.	0 1 2 3 4 5

8.21.2	Procedures include the awareness of, and activities associated with the potential use of secondary devices.	0 1 2 3 4 5
8.21.3	The jurisdiction has identified local, State, and Federal resources (teams and equipment) capable of responding to WMD terrorism incidents.	0 1 2 3 4 5
8.21.4	Response procedures incorporate the use of specialized teams (e.g., EOD, MMST, DMAT, etc.)	0 1 2 3 4 5
8.21.5	Procedures address both Crisis Management and Consequence Management aspects of a WMD terrorism event, including activities during a threat period.	0 1 2 3 4 5
8.21.6	Procedures are developed for the coordinated response to Nuclear, Biological and Chemical emergencies.	0 1 2 3 4 5
8.21.7	Procedures are developed for the mass decontamination of victims of a WMD event, both on-site and self-referring victims to medical facilities.	0 1 2 3 4 5
Attribute 8.22	The jurisdiction has developed procedures for the protection and storage of vital records.	
Characteristics		
8.22.1	The jurisdiction has identified the types of vital records that it produces as a result of conducting business.	0 1 2 3 4 5
8.22.2	The jurisdiction identifies the types of vital records that are required by statutory authority to be maintained and the length of time they are required to be maintained.	0 1 2 3 4 5
8.22.3	The jurisdiction has developed procedures for the on-site protection of these vital records.	0 1 2 3 4 5
EMF 9 – LOGISTICS AND FACILITIES		
<i>The identification, location, acquisition, distribution, and accounting for services, resources, materials, and facilities is required to adequately support emergency management activities.</i>		
Attribute 9.1	The primary and alternate Emergency Operations Centers (EOCs) have the capability to sustain emergency operations for the duration of the emergency.	

Characteristics		
9.11	The EOC has adequate space for the emergency operations staff and equipment.	0 1 2 3 4 5
9.12	The EOC complies with the requirements of the Americans with Disabilities Act (ADA).	0 1 2 3 4 5
9.1.3	The EOC has an emergency generator with an adequate fuel supply.	0 1 2 3 4 5
Attribute 9.2	The jurisdiction has developed logistics management and operations plans.	
Characteristics		
9.2.1	Standard Operating Procedures (SOPs) are developed for logistics management.	0 1 2 3 4 5
EMF 10 – TRAINING		
<i>Assessment, development, and implementation of a training/educational program for public/private officials and emergency response personnel.</i>		
Attribute 10.1	The jurisdiction conducts an annual training needs assessment.	
Characteristics		
10.1.1	On an annual basis, the jurisdiction systematically identifies performance problems that can be solved through training and determines those existing courses that can solve or mitigate the performance shortfalls.	0 1 2 3 4 5
10.1.2	For identified performance problems and where no training activity exists, the jurisdiction analyzes identified performance tasks and incorporates those findings into future course designs.	0 1 2 3 4 5
10.1.3	On an annual basis, the jurisdiction develops and publishes a schedule of training activities that meet identified needs.	0 1 2 3 4 5
Attribute 10.2	The jurisdiction's emergency management training program incorporates courses from various government, private, and voluntary agencies.	

Characteristics		
10.2.1	The training program includes locally developed emergency management courses.	0 1 2 3 4 5
10.2.2	The training program includes State emergency management courses.	0 1 2 3 4 5
10.2.3	The training program includes Federal emergency management courses.	0 1 2 3 4 5
10.2.4	The training program includes voluntary agency courses (i.e., American Red Cross).	0 1 2 3 4 5
10.2.5	The training program includes private sector emergency management courses.	0 1 2 3 4 5
Attribute 10.3 The jurisdiction provides/offers training to all personnel with assigned emergency management responsibilities.		
Characteristics		
10.3.1	Training is provided/offered to the elected/public officials.	0 1 2 3 4 5
10.3.2	Training is provided/offered to Department/Agency heads.	0 1 2 3 4 5
10.3.3	Training is provided/offered to the emergency response organizations (e.g., fire department, law enforcement, mass care, etc.)	0 1 2 3 4 5
10.3.4	Training is provided/offered to EOC staff.	0 1 2 3 4 5
10.3.5	Training is provided/offered to non-EOC government employees with emergency assignments.	0 1 2 3 4 5
10.3.6	Training is provided/offered to voluntary agencies.	0 1 2 3 4 5
10.3.7	Training is provided/offered to the identified response teams (e.g., damage assessment, needs assessment, etc.)	0 1 2 3 4 5
Attribute 10.4 Jurisdiction-specific training courses have been developed for staff with assigned emergency management responsibilities.		
Characteristics		
10.4.1	Jurisdiction-specific training courses provide the students with an overview of the EOP.	0 1 2 3 4 5

10.4.2	Jurisdiction-specific training courses provide the students with the established emergency management roles and responsibilities specific to their organization/agency.	0 1 2 3 4 5
Attribute 10.5	The jurisdiction promotes professionalism among the collective emergency management personnel.	
Characteristics		
10.5.1	Staff attends local, State, Regional sponsored seminars and conferences.	0 1 2 3 4 5
EMF 11 – EXERCISES		
<i>A program of regularly scheduled exercises, designed for assessment and evaluation of emergency response plans and capabilities, is critical to a local emergency management program.</i>		
Attribute 11.1	The jurisdiction has established an Emergency Management Exercises Program.	
Characteristics		
11.1.1	A staff position is identified to coordinate the development of emergency management exercises.	0 1 2 3 4 5
11.1.2	The local exercise coordinator has adequate access to policy and decision-making officials and budget and support staff resources to conduct the exercises.	0 1 2 3 4 5
11.1.3	The jurisdiction utilizes technical assistance from various levels of government, and private entities during the exercise planning.	0 1 2 3 4 5
11.1.4	Actual disaster/emergency operations experience is factored into exercise planning.	0 1 2 3 4 5
11.1.5	Results of the Hazard Identification and Risk Assessment are factored into the exercise planning.	0 1 2 3 4 5
11.1.6	Data from the Corrective Action Program or lessons learned is factored into exercise planning.	0 1 2 3 4 5
Attribute 11.2	The jurisdiction exercises the Emergency Operations Plan (EOP) on an annual basis.	

Characteristics		
11.2.1	The jurisdiction sponsors and conducts a functional, full-scale, or tabletop exercise annually.	0 1 2 3 4 5
11.2.2	The jurisdiction participates in one or more functional, full-scale, or tabletop exercise sponsored by Federal, State or local government department/agency annually.	0 1 2 3 4 5
Attribute 11.3	A multiyear exercise schedule is published and maintained.	
Characteristics		
11.3.1	The schedule incorporates regulatory required, intra-jurisdictional, multi-jurisdictional, State, and Federally sponsored exercises.	0 1 2 3 4 5
Attribute 11.4	Exercises for hazard-specific programs comply with necessary regulatory requirements.	
Characteristics		
11.4.1	Radiological Emergency Preparedness exercises are conducted.	0 1 2 3 4 5
11.4.2	Dam Emergency Action Plan (EAP) exercises are conducted as required by the Federal Energy Regulatory Commission (FERC).	0 1 2 3 4 5
Attribute 11.5	The jurisdiction has exercised the EOP and implementing documents using a WMD terrorism response scenario in the past two years.	
11.5.1	The jurisdiction has conducted or participated in a tabletop or functional exercise using a WMD terrorism scenario.	0 1 2 3 4 5
11.5.2	The jurisdiction has participated in a State or Federal tabletop or functional exercise using a WMD terrorism scenario.	0 1 2 3 4 5
Attribute 11.6	The jurisdiction's emergency management exercise program contains an evaluation component.	
Characteristics		
11.6.1	The jurisdiction's exercise evaluation methodology is based on clearly delineated evaluation principles.	0 1 2 3 4 5
Attribute 11.7	The jurisdiction utilizes a Corrective Action Program or lessons learned to strengthen their emergency management program.	

Characteristics		
11.7.1	The jurisdiction has developed corrective action guidance documents.	0 1 2 3 4 5
EMF 12 – PUBLIC EDUCATION & INFORMATION		
<i>Public Education and Information provides the general public with education on the nature of hazards, protective measures and an awareness of the responsibilities of government and citizens in an emergency. In a disaster, it focuses on providing accurate, timely, and useful information and instructions to people at risk in the community throughout the emergency period.</i>		
Attribute 12.1 An Emergency Preparedness Public Education Program is established.		
Characteristics		
12.1.1	A program of public awareness to inform citizens about hazards and risk reduction is established using means such as public education materials (e.g., brochures), articles published in newspapers and public service announcements.	0 1 2 3 4 5
12.1.2	Seasonal hazard information supplements are published in newspapers and aired on radio and television.	0 1 2 3 4 5
12.1.3	Emergency preparedness program information is inserted in telephone directories.	0 1 2 3 4 5
Attribute 12.2 Procedures are established for disseminating and managing emergency public information in a disaster.		
Characteristics		
12.2.1	EAS plan and procedures are maintained and updated periodically.	0 1 2 3 4 5
12.2.2	The dissemination of information on disaster assistance programs is coordinated between the local PIO and the State Community Relations staff.	0 1 2 3 4 5
Attribute 12.3 Procedures are developed to establish and operate a Joint Information Center (JIC).		

Characteristics		
12.3.1	A protocol for handling media inquiries has been established.	0 1 2 3 4 5
12.3.2	Memoranda of Understanding with other local agency PIOs are in-place.	0 1 2 3 4 5
EMF 13 – FINANCE AND ADMINISTRATION		
<i>The development of fiscal and administrative procedures designed to support an emergency management program.</i>		
Attribute 13.1	The jurisdiction has established an Administrative System for day-to-day operations.	
Characteristics		
13.1.1	Employee job descriptions are developed.	0 1 2 3 4 5
13.1.2	The jurisdictions comply with Equal Employment Opportunity Commission (EEOC) requirements.	0 1 2 3 4 5
13.1.3	The jurisdiction has developed personnel policies and procedures.	0 1 2 3 4 5
Attribute 13.2	A local EM Program Administration System has been established.	
Characteristics		
13.3.1	A local Emergency Management Program Administrative System has been established.	0 1 2 3 4 5
Attribute 13.3	An Emergency Administrative Program is established.	
Characteristics		
13.3.1	The jurisdiction has developed administration plans (i.e., emergency hiring, purchasing).	0 1 2 3 4 5
13.3.2	Emergency job descriptions are developed.	0 1 2 3 4 5
13.3.3	Procedures are developed for performing essential administrative activities during emergency operations.	0 1 2 3 4 5

Attribute 13.4 An Emergency Fiscal Program is established.		
<i>Characteristics</i>		
13.4.1	A budget and accounting system is established to track and document costs.	0 1 2 3 4 5
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